RadNet Quick Reference Guide

Future Orders & Activation

A future order is an order that is "On Hold" that is to be done at a later date/time. When a physician enters an order through PowerChart, there is an option to select "Order for future visit?". Selecting this option separates the order from any open encounters. If the exam modality is not available at the site of a patients current open encounter, it will automatically be a future order (e.g. US ordered at CHO). All VL orders from PowerChart will be future orders.

In Online Worklist, future orders will not have an accession numbers and will be “On Hold”

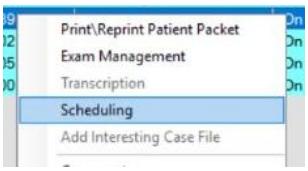


"On Hold" orders on your Online Work List may have one of two Schedule Statuses

1. Confirmed (scheduled) – these are orders that have been scheduled through Scheduling Appointment Book
    - Patients in "Confirmed" status must be Checked In through Scheduling Appointment Book
2. Request (not scheduled)– these are orders that are in the Future Book (equivalent to Order Queue in RIS)
    - Patients in "Request" status must be activated through DOE

Check In Future Order (for scheduled appointments)

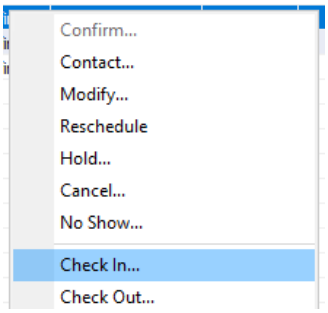
1. From Online Worklist, right click an “on hold confirmed” order and choose “Scheduling”



2. In the Inquiry Box, click Find. All scheduled appointments for that patient will be listed.



3. Right click on an exam, then click Check In.
4. Return to Online Worklist to start and complete the exam.



Activate Future Order (for orders on request list)

1. Search for patient in Department Order Entry (DOE)
2. Select appropriate encounter (i.e. an active one) and click Activate Future Orders button 
3. Click Rad Tab, click the order that needs to be activated, then click Activate button
4. The activate future orders window will open. Double click the order
5. Verify the information is correct
6. Change requested start date/time to today
7. Click Submit
8. Return to Online Worklist to start and complete the exam